

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena MT 59604**

**VACANCY ANNOUNCEMENT**

**October 29, 2008**

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| <b>TITLE:</b>           | Physician Program Specialist   |
| <b>POSITION NO:</b>     | 11721  |
| <b>LOCATION:</b>        | Health Resources Division, Helena  |
| <b>STATUS:</b>          | Full-Time/Permanent  |
| <b>UNION:</b>           | MPEA   |
| <b>PAY GRADE:</b>       | Pay Plan 20, Band 6  |
| <b>STARTING SALARY:</b> | \$33,136 - \$41,420 annually. Depending on qualifications and internal equity. |
| <b>SUPPLEMENT:</b>      | No   |

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 14, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for identification and implementation of cost-savings measures for Montana Medicaid's physician program. This position will identify efficiencies, refine business practices, and implement new cost-savings programs including but not limited to set up and manage system to collect rebates on physician administered drugs, audit use of office visit codes to assure no up-coding, address overuse of diagnostic services, and continually search for cost-savings and methods of reasonably managing state and federal monies. This position is guided by the Physician Program Section Supervisor, who manages the entire physician services program for Montana Medicaid.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of accounting, budgeting and management principles; social and medical service delivery and

reimbursement systems; research and policy analysis principles; and of medical terminology and coding.

Skills: Skill in organization; oral and written communication; conflict resolution; and strong analytical expertise.

Abilities: Ability to work independently; interpret and apply laws, rules and regulations in the program; use personal computer; analyze spreadsheets, large paid claims, files, and database applications for word processing; develop and direct diverse statewide programs in the medical field; evaluate program performance and design implement corrective action plans; establish effective working relationships with staff, other managers, providers, other agency personnel, provider associations, recipients, recipient organizations, legislators, federal representatives, and the public; work with people and resolve issues; and work independently to apply advanced planning and management principles for the purpose of extending existing and accepted practices, rules, and policies related to health services and reimbursement.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business, health administration, public administration, or a related field **AND** two years of professional experience managing related (i.e., medical insurance, coding, claims, adjudication, etc) complex projects or programs. Professional experience managing complex projects (same as mentioned above) or programs may substitute for formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered on an individual basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Copy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the**

**closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.